**Home Ribbon**

**Style**

Always change the Style to **No Spacing**

**Clipboard**

|  |  |
| --- | --- |
| 1. Copy the following word and paste it in the next table.  Minnesota |  |
| 2. Cut the word “Gophers” from the following sentence and paste it at the end of the sentence in the next column.  I cheer for the Minnesota Gophers Twins and the Minnesota . |  |

**Font**

|  |  |
| --- | --- |
| 1. Write your favorite food 3 times and assign it to be:  Bold  *Italicized*  Underline |  |
| 2. Write your name 2 times and change the Font Type to:  Book Antiqua  Old English |  |
| 3. From the previous step copy your name and assign the  Font Color to Yellow  Text Highlighted Color to be Black. |  |
| 4. Write the name of your favorite movie and change the Font Size to 24. |  |
| 5. Change the sentence below into:  All CAPS letters  Sentence Case  Lower case  Capitalize each Word  i attend high school at Woodward-Granger. | 1. i attend high school at Woodward - granger high school.  2. i attend high School at Woodward - Granger High School.  3. i attend high school at Woodward - Granger High School.  4. i attend High school at woodward - granger high school. |
| 6. Practice the Live Preview feature. Highlight the text below and see how the live feature works using colors and font.  Simpson College | |

**Practice**

Practice the features of Clipboard and Font by changing the following items in the short paragraph below. Copy and Paste the same paragraph right below to perform the assignment.

1. Change the style to **“No Spacing”**
2. **Copy** the first “Combs” and **Paste** it after “Mr.” in the third sentence.
3. **Cut** one of the words “semester” out of the first sentence.
4. Apply “**Bold**” and “Underline” to both Mr. Combs.
5. Assign “**Times New Roman**” to woodward-granger high school and apply “*Italicized*”
6. Change “woodward-granger high school” to **Capitalize Each Word**
7. Change the **size** of the number 31 in the last sentence to 24.
8. Change the “Gophers” to have a **“Font Color”** of Gold and a Maroon **“Text Highlighted Color”**
9. Change the “Twins” to have a **“Font Color”** of Blue and a Red **“Text Highlighted Color”.**

This is my second semester semester at woodward-granger high school. One of my classes is Computer Applications with Mr. Combs. I learned that Mr. is from Minnesota and is a Gophers and Twins fan. We have only 31 days left of school in the semester.